



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO Superintendents
Principals
Human Resource Directors
Charter School Directors
Accountability Directors
Regional Accountability Coordinators

FROM Rebecca Garland 

SCHEDULE ADJUSTMENT: ROSTER VERIFICATION PRINCIPAL PREVIEW

This week the roster verification process began. We have become aware that the window (April 15 – 21) for completing the two tasks associated with the Principal Preview (verifying that the correct teachers are on their school list and verifying that each teacher has the correct subject/grade rosters under his/her name) will need to be extended to allow for the completion of this very important step in the roster verification process.

Principals, please note the following:

- All teachers who are on the Teacher List within Roster Verification by April 21, 2013 will receive an email from SAS and will be able to begin their roster verification process on April 22, 2013.
- Each day during the week of April 22 – 29, SAS will 'collect' all additional teachers entered during that day and send those teachers an email to begin their roster verification process.
- After April 29th, SAS will 'collect' additional teachers on a weekly basis and send them an email to begin their roster verification process.

We hope that this additional flexibility in timelines for the Principal Preview process is helpful. It is very important that principals work to complete their initial steps of verifying that the correct teachers are on their school list and verifying that each teacher has the correct subject/grade rosters under his/her name as quickly as possible so that the teachers have sufficient time to complete their process within the teacher window.

Additional information about the Roster Verification process will be continually updated on the Roster Verification website at <http://dpi.state.nc.us/effectiveness-model/roster/> during the Roster Verification process. Please access the SAS webinars available to assist you and your teachers with this process (2nd link in the gray box on the login page: <https://ncdpi.sas.com/>).

RG/RM

ACADEMIC SERVICES AND INSTRUCTIONAL SUPPORT

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